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11 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 23
7 - 11 June 1971

25X1A9a 1. We are now close to filling our quota for the National Interdepartmental Seminar (12 - 30 July). O/DDS enrolled two people this week: [] OTR, and [] OL. 25X1A9a This brings our total to six (three DDP and one DDI).

25X1A9a 2. [] Special Assistant to the Director of ORD, met with ISS representatives on 9 June for the purpose of presenting a final run-down on the special contract course, Intelligence Engineering Systems Analysis, which ended on 7 May. This pilot course, a creation of Mr. [] with 25X1A9a the strong backing of [], was coordinated by ORD, 25X1A9a under OTR's aegis, and the outside contractor was [] 25X1A5a1

25X1A5a1 [] The course was unique in that it attempted to bring together a diverse group of technological and technical specialists, all Agency staffers, but with expertise ranging from chemistry to electrical engineering to optics to physics. The objective was to develop a "commonality" of language used, mathematical modelling, and foster subsystems within the components in the R&D/E Agency community. Twelve one-day sessions were held; paced at one month intervals. Thirty-three were originally enrolled representing the following offices: OC, NPIC, FMSAC, ORD, OEL, OSI, OCS, TSD, and OSP. Cost was \$11,520. DDS&T funded the entire course with administrative support from OTR.

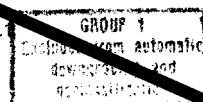
25X1A [] felt the course was a success and although it had "bugs" and there is still much to be accomplished, he has recommended to the DD/S&T that the contract with [] 25X1A5a1

25X1A5a1 [] be renewed and a second course be conducted beginning in September 1971. He is preparing a detailed report for the DD/S&T and the DTR.

3. The Director of CSC's Bureau of Training, Ken Mulligan, has written the Director of Personnel announcing a Second

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the Federal Executive Institute in Charlottesville from 18 to 24 July. Mr. [REDACTED], CS Personnel Staff, as OP's nominee. Tuition is \$250.

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4. [REDACTED] received a CSC Career Education Award and attended Stanford University from September 1969 to June 1970. He returned to Headquarters in July 1970 and went on LWOP in September 1970 to continue his education at Stanford. The cost of his training was \$9,357.80. It was charged to the OTR budget for external training. Mr. [REDACTED] is now resigning. According to [REDACTED] Senior Training Officer, DDS&T, O/DDS&T has no position for [REDACTED] to return to -- it appears that O/DDS&T is going to request a waiver for the total amount of money owed under the Training Agreement.

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5. OTR just received the quota allocations for FY 1972 Defense Intelligence School training. With the exception of the Information Science in Support of Warning and Estimates Course which has been cancelled, we received all the spaces requested and then some! Additional spaces were received for the Information Science in Support of Intelligence Functions and the Survey of Intelligence Information Systems. We requested eight and nine spaces respectively but received 18 and 24.

Two DIS course titles have been changed. The Intelligence Analyst Course is now called Civilian Intelligence Analysts Introductory Course, and the Intelligence Officers' Analyst Course was changed to Defense Intelligence Officers' Introductory Course. The student selection criteria for CIAIC, DIOIC, Joint Intelligence Operations, and Information Science Functions have been clarified and tightened. The Defense Intelligence Operations Course has been shortened one week to 21 weeks. The ISC Functions Course will be 12 weeks instead of 13. Project [REDACTED] has been shortened from two days to one. The first two courses scheduled for FY 72 are the Joint Intelligence Orientation Course starting 6 July and the Civilian Intelligence Analyst Introductory Course starting 7 July. The Joint Intelligence Orientation is designed to provide active duty military and career civilians with an appreciation of joint intelligence, its primary purpose, major functions and the application of the components of strategic intelligence to the study of the major world areas. The Civilian Intelligence Analysts Introductory Course is designed to provide DOD civilians, who are hired as entry level civilian intelligence analysts, with an understanding of fundamental intelligence functions and research techniques and orientation to the intelligence community with specialized workshops for analysts in special areas of interest. We will inform all Directorates of these DIS offerings and changes.

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6. External language training cases in process:

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a. [redacted] for Korean Language training

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[redacted] estimated cost of the training is \$5,700.

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b. [redacted], AF, for training in Swahili

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[redacted] and is preparing for assignment to [redacted] Cost: \$3,100.

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[redacted]

d. Informal arrangements have been made -- at the request of EUR -- for tutorial training [redacted] in September. The subject, [redacted], was tested at an intermediate level two years ago and needs refresher training for two - three months.

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[redacted]

8. We continue to receive occasional calls for information on "Effective Listening" courses but not enough to warrant setting up an in-house course under our contract with U.S.D.A. Graduate School.

9. Requests have been received for recommendations on external Reading Improvement Courses. These requests are from Agency personnel who, for whatever reason, cannot use the "in-house" courses. We still suggest [redacted]

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[redacted] etc., produce good results, albeit not in as fancy a package.

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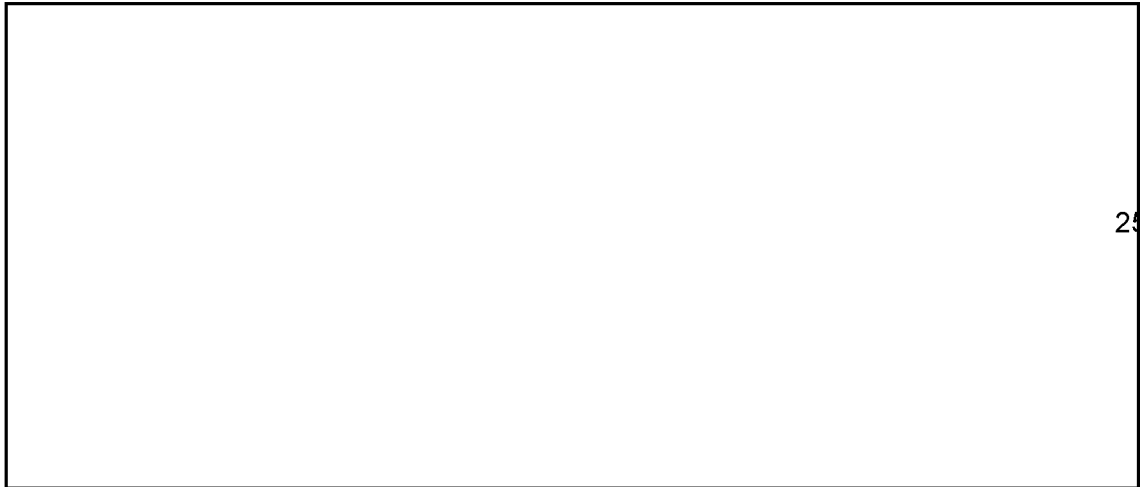
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10. This week showed an increase in [] counseling activities. Sessions were devoted to giving advice to the CS in the procedures for a foreign national to follow in applying to U.S. Graduate Schools; to assisting parents in handling late applications, and to guiding parents in their initial search for appropriate colleges for their dependents. Many of the callers apologized for asking for personal help because they were not aware that this service was officially available to them.

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12. [] saw the film "Refiners Fire" at a training course and has asked that the Agency purchase a copy for the use of the Support School. This prize-winning film is the

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[] men while they were seniors in High School.

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13. [] provided the LS Library with information garnered from PSD and the main library catalog section concerning the manufacture of library cards for the backlog of books.

14. The OTR Library received as gifts:

a. The Colliers Encyclopedia, 1964 ed. 24 vols. from the CIA Library.

b. 75 books on International Politics, mostly Soviet, from SIWA/WAF.

c. 10 books on Latin America, mostly Cuba, from the DDTR.

15. The quarterly account of books purchased for OTR, February - April 1971, was \$4,128.38.

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16. On 1 June [] attended a meeting of the Education and Training Subcommittee, Intelligence Information Handling Committee, USIB, at the invitation of []

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[] OTR's representative on the Subcommittee. The meeting was held at the Computer Sciences Corporation (CSC), Silver Spring, Maryland, Dr. John O'Toole, Jr., Director and General Manager of Computer Sciences Institute (CSI), Los Angeles, (a division of Computer Sciences Corporation), spoke on "The Structured Learning Technique." Among the organizations CSI has developed courses for are the U.S. Army Materiel Command and American Telephone and Telegraph. CSI uses the systems approach in the development of courses, whether they are to be taught by individualized, programmed instruction or by group-paced, classroom instruction. For the classroom instruction CSI has developed a man-machine teaching technique. An instructor conducts the course according to a pre-planned outline in a multi-media classroom; he operates slide projectors, film projectors, and other visual aids from a lectern. Each student's desk is equipped with an individual response unit, so that the students can respond to the instruction as it is presented and the results of their responses are displayed on the lectern to the instructor. He can then determine whether to amplify a point or proceed to another. In addition to the permanently equipped multi-media classroom, CSI also offers a portable system; Don has requested additional information on cost and specifications.

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17. [] is inviting School representatives to sit in on the 14 June presentations by the bidding firms for the sound system contract at []

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Chief
Instructional Support Staff

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